

## **HOTEL/MOTEL LICENSE CHECKLIST**

### **Items required at application submittal:**

- \_\_\_1. Completed **Application**.
- \_\_\_2. Include a check payable to the **CITY OF INDIANAPOLIS** for a total of \$291.00.
- \_\_\_3. A copy of the hotel's **certificate of insurance**.
- \_\_\_4. If a fire inspection has been completed six (6) months prior the date of application, please include a copy of the **fire inspection report**.

You may obtain parcel numbers requested on the application from your township assessor.

### **Township Assessor Offices:**

CENTER	327-4698	PIKE	327-3920
DECATUR	856-2230	WARREN	327-8888
FRANKLIN	327-4191	WASHINGTON	327-4819
LAWRENCE	547-8625	WAYNE	273-4130
PERRY	788-4833		

Licenses expire one year from the date of issuance.

### **DEPARTMENT OF CODE ENFORCEMENT**

1200 Madison Ave., Ste. 100 | Indianapolis, IN 46225 | Phone: (317) 327-8700 | [www.indy.gov/dce](http://www.indy.gov/dce)  
Fax Numbers: Building - 327-8475 | Business Licensing - 327-0817 | Contractor Licensing - 327-8401  
Crafts - 327-5397 | Infrastructure/Right of Way - 327-3125 | Permits - 327-5174 | Zoning - 327-8696